



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

February 10, 2004

RQ-2

Patricia McGonigle, Treasurer
Carper for Senate
19 East Commons Boulevard, 2nd Floor
New Castle, DE 19720

Response Due Date:
March 11, 2004

Identification Number: C00349217

Reference: October Quarterly Report (7/1/03 - 9/30/03)

Dear Ms. McGonigle:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Senate Public Records Office by the response date noted above.** An itemization of the information needed follows:

-Your report was filed on an old version of FEC Form 3. The old version does not incorporate recent regulatory changes to include **election cycle to date reporting requirements**. Although the form you used shows a revision date of 2/2003, it does not include all prior changes. The new FEC Form 3, dated 02/03, must be used on all reports submitted by your committee. The new form can be downloaded from the FEC web site at <http://www.fec.gov> or requested through the FEC Faxline at (202) 501-3413. Please re-submit your report using the new FEC Form 3. (11 CFR §104.2)

-Column B figures for the Summary and Detailed Summary Page information should equal the sum of the Column B figures on your previous report and the Column A figures on this report. Please file an amendment to your report to correct the Column B discrepancies for Line(s) 6(a), 6(e), 7(a), 7(c), 11(a)(iii), 11(e), 16, 17, 22 and all subsequent report(s) which may be affected by this correction. Note that Column B should reflect only the election cycle-to-date totals. (2 U.S.C. §434(b))

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated.